

JOB ANNOUNCEMENT

VACANCY #03-AD-OMA-0007

Agency:	Office of the Chief Financial Officer
Division/Unit:	Office of Management and Administration
Position:	Human Resource Generalist
Series/Grade/Step:	DS-201-12/1 – 13-10
Salary Range:	\$45,629 - \$69,908
Area of Consideration:	Unlimited
Opening Date:	June 11, 2003
Closing Date:	July 2, 2003
Number of Vacancies:	One

Brief Description of Duties: Incumbent provides quality customer service to a pre-designated portion of the organization by servicing all of their human resource needs which includes processing personnel actions; performing recruitment and staffing activities; making occupational series and salary setting decisions; providing advice on and processing adverse and disciplinary actions; determining qualifications requirements and eligibility determinations; performing new employee orientations; counseling employees on benefits and compensation plans, writing and classifying position descriptions, etc. Meet on a routine basis, with client organizations to determine HR support needs. Processes all personnel actions for the organizations serviced, develops and coordinates the implementation of staffing and recruitment policies.

Qualifications Requirements – Applicant must have a minimum of one year or more of specialized experience at a level of difficulty and responsibility comparable to the next lower grade level. An equivalent combination of education and experience may be substituted for the required level of specialized experience.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME OR APPLICATION.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and

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In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., ("the Act") the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.

accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

Ranking Factors: (1) Extensive and demonstrated skill in two or more human resources disciplines (i.e., recruitment and staffing, compensation and benefits, labor/employee relations; position management/classification; performance management, etc.) in order to provide the full range of HR services. (2) Demonstrated ability to communicate effectively both orally and in writing to educate stakeholders, make presentations, explain and defend decisions, and document findings. (3) Ability to analyze and recommend program improvements for staffing and recruitment structure, implementation, and administration, in full consideration of sound recruitment practices.

HOW TO APPLY: (1) a DC2000 employment application and a resume, which clearly indicates the vacancy announcement number and the position title for which you are applying, and (2) a separate attachment addressing ranking factors. Submit documents to: Twana Brooks, 941 North Capital Street, N.E., Suite 1200, Washington DC, 20002. Applications must be received by the closing date of the announcement.

Applicants who require accommodations in the application process should contact the OCFO at (202) 442-6523.

District of Columbia applicants who wish to claim preference for employment with the OCFO must submit the "residency preference for employment" form, DC2000rp, or proof of D.C. residence with the application. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form or proof of residence at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

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